

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC**

FSIS NOTICE

06-16

1/25/16

PEER RECOGNITION PROGRAM (PRP)

I. PURPOSE

This notice announces the new PRP. The PRP provides employees with the opportunity to express their appreciation to a colleague who has helped them in an exceptional way, demonstrated outstanding dedication, or showed exceptional commitment to teamwork.

II. BACKGROUND

A. In 2014, FSIS released an Employee Engagement Action Plan which identified several key areas of improvement, including employee recognition. Feedback from the Federal Employee Viewpoint Survey and Agency-level employee engagement activities suggested that employees would like an opportunity to recognize their peers through a formal recognition program.

B. In creating a high-performance culture, recognition is a motivating factor that provides employees with increased job satisfaction and encouragement to perform their jobs more effectively. The first step in providing this peer recognition has been the Kudos page in the Beacon. Based on the feedback, FSIS has decided to expand the opportunities for peer recognition. As a result, the Office of Management has developed a new, non-monetary PRP.

III. PEER RECOGNITION PROGRAM

A. All GS-15 or below employees, in all occupational series, are eligible to receive this recognition. Employees cannot nominate themselves or their direct line supervisor.

B. The following are the types of recognition for the PRP:

1. Exemplary Performance. Accomplishments demonstrate exemplary performance made by employees that have consistently excelled in their positions and demonstrated integrity and a strong commitment to the mission;
2. Professionalism or Dedication. Accomplishments exhibit a professional approach that demonstrates commitment to food safety, dedication and expertise in completing a project, resolving a situation or implementing a project, task, or idea;
3. Teamwork. Contributions demonstrate a strong team orientation with colleagues and clients and a commitment to working with others to achieve the best product or result consistent with the goals and objectives; and
4. Improved Service Delivery. Accomplishments involve significant improvements in service or enhanced effectiveness of specific activities or inter-office operations which

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contribute to an improvement in that service or product. Achievements demonstrate the employee's flexibility in devising new ways of doing things or using new ideas to further activities or goals.

C. Nominators are to submit their written justifications via e-mail or hardcopy to their program point of contact. Each program is to determine its program point of contact. The designated program point of contact is to encourage his or her program to submit PRP award nominations. The nomination is to include the following information:

1. Full Name (no nicknames), position title, grade, work e-mail and location of the award nominee;
2. Full Name (no nicknames), position title, grade, work -email and location of the award nominator; and
3. In 50 words or less, specific examples that describe how the nominee has made sustained significant contributions or demonstrated exceptional achievements by resourcefulness, skill, collaboration, or dedication in one or more of the above categories in paragraph D.

D. Assistant Administrators (AAs) are to make the selections for the peer recognition and present the certificates on a quarterly basis.

E. Recognition recipients will receive a certificate signed by the AA. In addition, award recipients will have their name and accomplishments highlighted in one or more Agency publications (for example, The Beacon).

IV. QUESTIONS

Refer questions regarding the Peer Recognition Program contact the Performance Management Branch, at PerformanceManagement@fsis.usda.gov or 202-708-8170.

A handwritten signature in black ink, appearing to read "David J. Schmitt". The signature is fluid and cursive, with a large initial "D" and "S".

Assistant Administrator
Office of Policy and Program Development